

# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



## PLANT OPERATIONS TRAINEE

The Water Department has two Plant Operator Trainee vacancies. One Trainee will be located at the Johnny G. Martinez Water Treatment Plant and the other Trainee will be located at the South Tempe Water Treatment Plant. The Plant Operations Trainee position is an entry-level flexible classification which can be used to under fill a Plant Operator (SBP) position. The person hired will be placed at the trainee-level and the expectation is that person will acquire the required knowledge, skills, and abilities to become a full Plant Operator (SBP) within a predetermined time based on his/her current qualifications.

**OPENING DATE:** January 9, 2006

**CLOSING DATE:** Open until the needs of the City are met. First review of applications will be **Monday, January 23, 2006.**

**\$16.15 - \$21.81 (Hourly Range)**

This position currently FLSA Non-Exempt and are eligible for overtime compensation and/or compensatory time.

**MINIMUM QUALIFICATIONS:** One year of full-time, professional plant or field experience in treatment, distribution, or maintenance for a water utility. Equivalent to completion of the twelfth grade. Possession of Grade I certification in water treatment or wastewater treatment issued by the State of Arizona at the time of application. Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license. **Shift work is required.** If requesting veteran preference, the appropriate DD214 must be attached at the time of application.

### REPRESENTATIVE DUTIES

For a complete job description go to: <http://www.tempe.gov/hrcc/docs/>

- Assist in monitoring plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; changing plant operations to adjust to changing processing needs, adjusting pumps, flow valves and feeder systems.
- Assist in making hourly rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance; observing variations in operating conditions and monitoring plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.
- Assist in collecting liquid samples and performing a variety of laboratory tests; documenting results and taking appropriate actions; entering data into a computer and compiling readings and test results into hourly, daily and monthly reports.
- Assist in operating valves, gates, pumps, motors and generators in controlling treatment processes.
- Assist in calculating flow rates and calibrating valves and feeder systems.
- Perform related duties as assigned.

### SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

**RECRUITMENT CODE:** 1964

**BRG/eab**

# WATER UTILITIES DEPARTMENT SKILL BASED PAY PLAN

Utility Services Section: Skill Based Pay Plan													
Job Title	Job Code	Core Range	Range Minimum	Limit of Annual Merit Pay Progression	Fire Hydrant Repair (SU1)	TV Truck Operation A (SU7) *	TV Truck Operation B (SU3) *	Heavy Equipment Operation (SU4)	Cleaning Truck Operation (SU5)	Customer Response (SU6)	Skill Based Pay Max	Maximum amount of "at risk" team pay (2.5% of total pay)	New Maximum with "at risk" team pay
Utility Services Technician I	8285	11	\$26,910	\$36,319	N/E	N/E	N/E	N/E	N/E	N/E	N/E	\$908	\$37,227
Hourly Rate			\$12.938	\$17.461	N/E	N/E	N/E	N/E	N/E	N/E	N/E		
Utility Services Technician II	8286	17	\$31,203	\$36,659	\$2,180.00	\$1,776.45	\$1,776.45	\$3,469.69	\$3,052.46	\$3,052.46	\$51,967	\$1,299	\$53,266
Hourly Rate			\$15.001	\$17.625	\$1.048	\$0.854	\$0.854	\$1.669	\$1.468	\$1.468	\$24.984		
Utility Services Team Leader	8289	29	\$41,963	\$56,659	N/E	N/E	N/E	N/E	N/E	N/E	N/E	\$1,416	\$58,075
Hourly Rate			\$20.175	\$27.240	N/E	N/E	N/E	N/E	N/E	N/E	N/E		

Water Quality Section: Skill Based Pay Plan													
Job Title	Job Code	Core Range	Range Minimum	Limit of Annual Merit Pay Progression	Electrical (SW1)	Instr. and Control (SW2)	Mechanical (SW3)	Water Plant Operation (SW4)	Reclamation Plant Operation (SW5)		Skill Based Pay Max	Maximum amount of "at risk" team pay (2.5% of total pay)	New Maximum with "at risk" team pay
Plant Ops & Maintenance Trainee+	8246	20	\$33,600	\$45,368	N/E	N/E	N/E	N/E	N/E		N/E	\$1,134	\$46,502
Hourly Rate			\$16.154	\$21.812	N/E	N/E	N/E	N/E	N/E		N/E		
Plant Mechanic	8248	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$0.00	\$4,178.72	\$4,178.72		\$62,097	\$1,552	\$63,650
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$0.000	\$2.009	\$2.009		\$29.854		
**Plant Operator (Water Plant)	8247	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$3,317.60	\$0.00	\$4,178.72		\$61,236	\$1,531	\$62,767
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$1.595	\$0.000	\$2.009		\$29.440		
**Plant Operator (Reclamation Plant)	8247	26	\$38,972	\$45,790	\$3,974.88	\$3,974.88	\$3,317.60	\$4,178.72	\$0.00		\$61,236	\$1,531	\$62,767
Hourly Rate			\$18.737	\$22.014	\$1.911	\$1.911	\$1.595	\$2.009	\$0.000		\$29.440		
Plant Electrician	8421	27	\$39,947	\$46,936	\$0.00	\$3,974.88	\$3,317.60	\$4,178.72	\$4,178.72		\$62,586	\$1,565	\$64,151
Hourly Rate			\$19.205	\$22.565	\$0.000	\$1.911	\$1.595	\$2.009	\$2.009		\$30.089		
Instrumentation and Control Technician	8249	31	\$44,105	\$51,819	\$3,974.88	\$0.00	\$3,317.60	\$4,178.72	\$4,178.72		\$67,469	\$1,687	\$69,156
Hourly Rate			\$21.204	\$24.913	\$1.911	\$0.000	\$1.595	\$2.009	\$2.009		\$32.437		
Plant Team Leader	8250	36	\$49,888	\$67,352	N/E	N/E	N/E	N/E	N/E		N/E	\$1,684	\$69,036
Hourly Rate			\$23.985	\$32.381	N/E	N/E	N/E	N/E	N/E		N/E		

N/E = Not Eligible for Skill Based Pay (SBP)

\*TV Truck A & B are two halves of one skill block opportunity.

\*\* This is the same job classification... separated to show the two tracks possible within that classification.



# City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

***The City of Tempe Promotes a Drug and Alcohol Free Workplace.***

## **DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street Address City State Zip
5. Phone Number: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_
6. Driver's License (Number, State, Class): \_\_\_\_\_
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: Temporary? Regular?  
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:  
\_\_\_\_\_
10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
  - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
  - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**  
\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE**

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐ \_\_\_\_\_  
Date

Department Review ☐ \_\_\_\_\_  
Date

***Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.***

13. Do you have a High School Diploma or a G.E.D.?      Yes      No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	
			Yes    No	
			Yes    No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No

20. **May we contact your current employer if you are considered for hire/promotion?**      Yes      No

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

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Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
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Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
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Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes No If Yes, provide charges, dates and locations:

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**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

***The City of Tempe does not accept faxed copies of applications.***



# Voluntary Employment Data Record

Completing this form is optional. This information will be filed separately from your application and will not be used for recruitment purposes.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: Female Male

Disabled: Yes No

**Ethnic Group:**

White

Black

Hispanic

Asian

American Indian

Other

**Age Group:**

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_